

## MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

**Tuesday, 13-February-2024 – City Council Chambers**

### **CALL TO ORDER**

Chairman Peter Kaczmarki called the meeting to order at 4:30 PM

### **ROLL CALL**

Roll call was taken:

Alders—Peter Kaczmarki, Mike Matoushek, Kambria Ledesma Citizens—

Dale Heeringa, Dave Rens, Andrew Sullivan, Gregg Zonnefeld

Ex-officio—DPW Director Jeff Daane, Mayor Rohn Bishop, City Administrator Kathy Schlieve, Recreation Director Rachel Kaminski

### **PERSONS ADDRESSING THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE**

Mark Homan - 26 Dogleg Lane - Waupun addressed the BPW regarding purchase of a new pickup (Item 1),

### **FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE**

Next meeting will be on Tuesday, March 12, 2024 at 4:30PM.

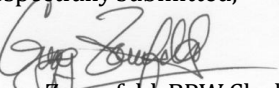
### **CONSIDERATION - ACTION**

1. Approve/Recommend purchase of 2024 Chevrolet Silverado 1500 4WD Regular Cab  
DPW Director Daane shared an ad-hoc committee to explore lease options. Kathy Schlieve shared that the policy shares a 1% differential on the bid process. Motion (Zonnefeld/Heeringa) to purchase a 2024 Chevrolet 1500 4WD Regular Cab from Homan Auto Sales for \$39,407. **MOTION CARRIED (7-0)**. Referred to discussion by the Common Council to revisit the policy at the 2/13/2024 meeting.
2. Minutes of the January 9, 2024 meeting were presented. Motion (Rens/Matoushek) to approve minutes as presented. **MOTION CARRIED (7-0)**
3. 2024 Equipment Rates  
DPW Director Jeff Daane shared the equipment rental rates for the coming year. These comments are important in case of a disaster event to collect reimbursement or to aide other communities. Motion (Matoushek/Sullivan) to recommend 2024 equipment rates for public works equipment to Council for approval. **MOTION CARRIED (7-0)**
4. Approve 5 year street plan  
Each year the City updates their 5 year street plan. This has changed from past years in that now total reconstruct project are proposed every third year. While mill and overlay streets would happen during none reconstruct years. We work with the Utilities on evaluation of underground infrastructure. This plan also allows us to use this when applying for grants. Motion (Zonnefeld/Matoushek) to approve the five-year street plan as laid out by DPW staff. **MOTION CARRIED (7-0)**
5. Approve 2024 Spring Cleanup Dates  
DPW Director Daane shared our current procedure for spring cleanup to follow bulk pickup. Motion (Matoushek/Ledesma) to establish dates from April 8th through April 29th. **MOTION CARRIED (7-0)**
6. Approve 2024 Asphalt Paving contract bid  
The City of Waupun received three bids for asphalt paving work for the summer of 2024. Motion (Matoushek/Heeringa) to approve a recommended low bid from Northeast Asphalt in the amount of \$146,495.60 to Common Council. **MOTION CARRIED (7-0)**
7. Recommend to Council for Heritage Museum Restoration (tuck pointing and front step repair)  
DPW Director Daane outlined that engineering and bid information packets need to be prepared for the Museum project. With the historical significance of this building, it is important to go through this process. Two bids were received. Motion (Ledesma/Matoushek) was made to accept a \$17,000 quote from Cedar Corporation to include analysis, design, construction documents, and bidding. **MOTION CARRIED (7-0)**
8. Recommend to Council - Community/Senior Center Door access and Security Camera systems  
An exploration has been done to look at security and safety specifications between Gappa Security and DPW Director Daane. The scope of the project did not have card access or camera use in the original construction documents. Director Daane also looked at additional bids and options, either on-site or cloud-based systems. Motion (Matoushek/Ledesma) to go with the Pros4 for \$24,003.78 while waiving the monthly maintenance fee at this point. **MOTION CARRIED (7-0)**

**ADJOURNMENT**

Motion (Matoushek/Heeringa) to adjourn the meeting of the BPW & Facilities at 5:16PM. **MOTION CARRIED (7-0).**

Respectfully submitted,



Gregg Zonnefeld, BPW Clerk